CURRICULAR PRACTICAL TRAINING (CPT) AUTHORIZATION CHECK LIST

☐ Receive the offer/placement. The letter from the off-campus organization offering you the position MUST include the following information:
  ▪ Name of Organization.
  ▪ Location where opportunity will take place; organization’s address.
  ▪ Start date and end date.
  ▪ How many hours you will work per week.
  ▪ A description of your duties, which clearly defines how this placement relates to your major/field of study.

☐ Get the ‘Academic Recommendation Form for Curricular Practical Training’ signed by your Academic Adviser.

NOTE: This documentation must be completed each time you will participate in an off-campus opportunity.

☐ Make sure you are registered for the course listed on the Faculty Recommendation Form.

☐ Make sure your SUNY New Paltz tuition has been processed.

☐ Submit your offer letter and the completed Academic Recommendation Form for Curricular Practical Training to International Student Programs at least days 10 before you are to begin your off-campus opportunity/placement.

☐ Get your I-20 with the CPT Authorization from International Student Programs.

NOTE: You must receive the authorized CPT I-20 BEFORE you begin your placement.

NOTE: CPT applications will not be accepted after the registration period ends each semester. See the Academic Calendar for last day to register.

* Exception: Graduate Programs that require off-campus placements for degree completion may submit their CPT application after the deadline.